

7 JUN 1974

MEMORANDUM FOR : Executive Secretary
The Comptroller
Inspector General
Chief, Audit Staff
✓ D/DCI/IC
D/DCI/NI
General Counsel
Legislative Counsel

SUBJECT : EEO and Fitness Reports

REFERENCE :



1. Reference regulation requires that "rating officials will evaluate supervisors annually on their performance in equal employment opportunity areas such as identification of personnel with potential for advancement, especially members of minority groups and women, maximum utilization of personnel, and participation in upward mobility programs." A recent review by the Agency Director of Equal Employment Opportunity revealed that approximately 50 percent of the Agency fitness reports submitted through 31 March 1974 failed to comment on this subject. This regulation resulted from a specific objective included in the Agency's Affirmative Action Plan submitted to and approved by the Civil Service Commission.

2. It is, therefore, important that all rating officials comply with the requirements of this regulation. Please bring this matter to the attention of all your personnel who are involved with the preparation of fitness reports on supervisors.



Administrative Officer, DCI

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